

# INSTRUCTIONS ON 305(b) DRAFT EDITING

The First Draft for developing a ~~Blue~~line-~~Strikeout~~ version of the 2004 CWA § 305(b) Report To Congress *Water Quality and Water Pollution Control in New Mexico* can be edited in a variety of ways:

1. All materials required for your review are currently available online at [www.nmenv.state.nm.us/wqcc/305b/2004](http://www.nmenv.state.nm.us/wqcc/305b/2004). Alternatively, you can request to receive either a 3 ½" floppy or a compact disk which will contain all the relevant Microsoft® Word® 2000 files you will need to directly edit the report through a personal computer. Should you request a 3 ½" floppy, all of the files will be contained in a single self-extracting zipped file. Merely access the floppy drive, locate the <2004\_305b\_Draft.exe> file, and double-click or highlight the file and press 'Enter' on your keyboard to activate the unzipping process. Place all the unzipped files in a convenient folder on your computer's hard drive for you to access them when you are ready to begin editing. The compact disk version will have the same files in a ready-to-use expanded format. We can also send electronic version of this work directly to you via e-mail in separate file components that, when put back together, represent the draft portions of the document. Send your request and your finished work to <[gary\\_king@nmenv.state.nm.us](mailto:gary_king@nmenv.state.nm.us)>.



Remember, should you choose the electronic route, please save your office's initial draft review copies as original documents on your own system and work from copies of them, then transfer those back to our bureau via floppy disk, CD-R or e-mail. Very large files that won't fit on a floppy disk or exceed our 3 megabyte e-mail server's capacity can still be shipped to us electronically through an ftp portal. Please call me if you would like to set up such a transfer, or have any further questions on our transferring protocols.

2. The original document was formatted in a Windows® version of Microsoft Word® 2000 and can be easily transformed into a compatible document for a variety of several word processing software programs. Edited drafts need to be in this format to be correctly opened at this end.
3. Additions should be placed in their correct positions with blue-bold underline while deletions should be marked with ~~redline-strikeout~~. These special commands can be automatically formatted on most Windows® word processing softwares by selecting the "Track Changes" feature under the Tools tab found on a standard toolbar at the top of the screen.
4. To make this even simpler for you, a hardcopy of the draft document may be worked on directly by marking between lines or in margins any grammatical, numerical or expository changes that you wish included in the draft document. Pages containing your markups would then be sent by mail back to our offices at the address listed below.



Hidden remarks throughout the finalized draft text version will be included by the editor in a private draft version [not for Public or Commission review] which contains information such as original-source author(s) and explanatory text, open-ended questions/comments, reference notes, contacts, etc. Please have staff initial all section changes they worked on to facilitate ownership/verification of source materials. **{Any hidden remarks you originate should be bracketed (and noted as such 'hidden text' at least once) with a different color for editorial clarity.}**

5. Lastly, if you have documentation that has already been produced on a particular topic that has narrative, tabular or graphic material that your group needs to have in the 305(b) Report, please submit an electronic copy for me to extract the information directly from it. Hopefully the work is in digital form of some kind, but I can even work from hardcopy text, original photographs/slides or spreadsheets.

Please contact me if you have further questions, problems or troubles with any of these instructions.

## 305(b) Editor

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